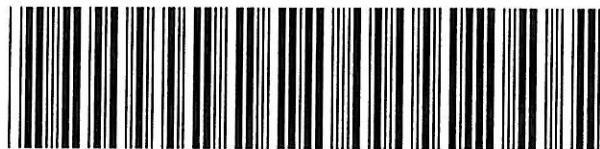


CalATERS-Global
Transmittal Page

TEA000392433



SUBMIT RECEIPTS TO

SCO DEPARTMENTAL ACCOUNTING

PO BOX 942850
SACRAMENTO CA 94250-0001

SUMMARY INFORMATION

Name Marcy J Mandel
Expense Dates 05/11/14-05/12/14
Total Expenses 488.90 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 201.20 USD
Form ID TEA000392433
Report Name May11-12Sacramento

Approver Richard J Chivaro

DIRECTIONS FOR SUBMISSION

Mail the original receipts, and other appropriate documentation with this page.

Unless your manager has directed otherwise, place this transmittal and receipts into an envelope and address exactly as shown above.

REQUIRED RECEIPTS

Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	05/11/14	Lodging	103.10 USD	
2)	05/12/14	Airfare - Commercial	222.00 USD	
3)	05/12/14	Taxi Fare	42.60 USD	
4)	05/12/14	Taxi Fare	62.50 USD	Forgot. Was about 3:30 a.m. Arr. OAK about 1:30 a.m., caught ride to Vacaville with strangers, shared taxi to SMF & strangers drove me to hotel. Arrived 4:00 a.m. Taxi share Vacaville to SMF plus air from NY still less than air from BUR would have been.
5)	05/12/14	Taxi Fare	23.10 USD	

SIGNATURE

I have reviewed these documents.

Richard J Chivaro

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
 Expense Dates 05/11/14-05/12/14
 Form ID TEA000392433
 Approver Richard J Chivaro
 Start Date/Time 05/11/14 / 1130
 End Date/Time 05/12/14 / 1845
 Trip Location Sacramento
 Purpose of Trip Official SCO business. Mtgs. at BOE.
 Authorization #/ Trip # /

REPORT TOTALS

Report Total 488.90 USD
 Department Paid 287.70 USD
 Advance Schedule Amount 0.00 USD
 Amount Due Employee 201.20 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
05/11/14	Airfare - Commercial	5.00	Cash	United States (US	1.00		5.00
05/11/14	Lodging	103.10	Cash	United States (US	1.00		103.10
05/11/14	Incidentals	5.00	Cash	United States (US	1.00		5.00
05/12/14	Airfare - Commercial	222.00	Department Paid	United States (US	1.00		222.00
05/12/14	Taxi Fare	42.60	Department Paid	United States (US	1.00		42.60
05/12/14	Personal Auto Mileage	5.60	Cash	United States (US	1.00		5.60
05/12/14	Parking, Auto	9.00	Cash	United States (US	1.00		9.00
05/12/14	Lunch	11.00	Cash	United States (US	1.00		11.00
05/12/14	Taxi Fare	62.50	Cash	United States (US	1.00		62.50
05/12/14	Taxi Fare	23.10	Department Paid	United States (US	1.00		23.10

Expense Sub-Totals

Airfare - Commercial 227.00
 Parking, Auto 9.00
 Taxi Fare 128.20
 Lunch 11.00
 Incidentals 5.00
 Lodging 103.10
 Personal Auto Mileage 5.60

Review Items - Exceptions and Questions

Text	Response	Policy
Approvers should verify lodging was obtained in a designated high cost county.		46new

Did you obtain prior written approval to exceed the maximum allowed?

No pml #2013-026.

#46a DPA
required - Lodgin

A receipt is required for the Taxi Fare expense on 05/12/14.

92:97

**CalATERS-Global
Expense and Miscellaneous Detail**

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
05/11/14	Airfare - Commercial	5.00	Reimbursable			No
05/11/14	Lodging	103.10	Reimbursable			Yes
05/11/14	Incidentals	5.00	Reimbursable			No
05/12/14	Airfare - Commercial	222.00	Reimbursable			Yes
05/12/14	Taxi Fare	42.60	Reimbursable			Yes
05/12/14	Personal Auto Mileage	5.60	Reimbursable			No
05/12/14	Parking, Auto	9.00	Reimbursable			No
05/12/14	Lunch	11.00	Reimbursable			No
05/12/14	Taxi Fare	62.50	Reimbursable			Yes
05/12/14	Taxi Fare	23.10	Reimbursable			Yes

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage